

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, General Services Branch

FROM : Acting Chief, Telephone Section

SUBJECT: Telephone Section Monthly Report

DATE: 28 February 1950

Noted hereon are charges for services rendered by The Chesapeake and Potomac Telephone Companies and The American Telephone and Telegraph Company for the month of December, 1949.

Telephone Service Bill	\$8,201.53
Long Distance Bills	892.80
M.B. Private Outside Telephones	387.49
T.T. Channels, L.L.'s, P.L.'s and TWX	4,069.47
Miscellaneous	16.00
Total	\$13,567.29

The following information was requested in your memorandum dated 21 November 1949.

For the month of December, 1949:

- a. Total number and cost of outside local calls placed over switchboard, Executive 6115 and Executive 7491-----
No. of calls- 59,691 Total cost- \$1,883.96
- b. Non-recurring installation charges for new station equipment---\$35.50.
- c. Recurring rental of new station equipment less value of station equipment disconnected--- decrease of \$5.00.
- d. Non-recurring move or relocation charges for station equipment already in use--- \$45.00.

Also, listed below are estimated amounts for services to be rendered during the month of March, 1950.

Telephone Service Bill	\$10,000.00
Long Distance Bills	1,200.00
M.B. Private Outside Telephones	400.00
T.T. Channels, L.L.'s, P.L.'s and TWX	4,500.00
Miscellaneous	50.00
Total	\$16,150.00

A total of 48 requisitions for services were processed by this section during the month of February, 1950. These included requests for moves, change of equipment, additional equipment, termination of equipment, etc.

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TO : Chief, Services Division

DATE: 7 February 1950

FROM :

SUBJECT: Report of Operations by the General Services Branch during the month of January 1950.

Volume:

- | | |
|---|--------------------|
| a. Requests for services on hand prior to January. | 3 |
| b. Requests for services received in writing during January. | 188 |
| c. 1. Orders submitted to GSA chargeable to quarterly encumbrance. | 113 |
| 2. Special orders submitted to GSA not chargeable to quarterly encumbrance. \$10,770.00 | 14 |
| 3. Orders submitted to GSA nonreimbursable. | 62 |
| 4. Approximately 1700 phone calls received during January. | |
| d. Space moves during January. | 11 |
| Total personnel moved. | 206 |
| Equipment moves. | 30 |
| Man hours worked by GSA. | 1014 $\frac{1}{2}$ |
| Estimated cost. | \$1,490.90 |
| e. Requests for services on hand January 31. | 12 |
| f. Reimbursement to GSA for regular assigned laborers to warehouse. 2608 man hours. | \$3651.20 |
| g. Protective Services (GSA Guard Posts) | |
| Reimbursable Posts - \$35,100.00 | 81 |
| Non-reimbursable Posts | 26 |
| H. Monies paid to GSA during month of November. | |
| GSA Guards | * |
| GSA Laborers and trucks | |
| Alterations and Installations | |
| Miscellaneous | |
| * No bills received from GSA. | |
| i. Problems: None | |

Attachment